



Cooperative Negotiation Strategy Worksheet		
	You	Them
<b>Position</b> <i>(WHAT do I think I/They want?)</i> <b>Aspiration Point</b> <i>(What might the best possible outcome be for me? Rationally Bounded)</i> <b>Reservation Point</b> <i>(What's the minimum I would accept? Rationally Bounded)</i>		
<b>Prioritized Interests</b> <i>(Critical Thinking: Why do I want the above outcome? How important are each of the interests? Part of this will be developing assumptions to be tested during the negotiation)</i>		

<p><b>Best Alternative to a Negotiated Agreement (BATNAs)</b>  <i>(Critical Thinking: What can I /they do if we don't reach an agreement?)</i></p> <p><b>Worst Alternative to a Negotiated Agreement (WATNAs)</b>  <i>(What might be the worst option I / they might have to execute?)</i></p>		
<p><b>Agenda</b></p> <ol style="list-style-type: none"> <li>1. Trust building?</li> <li>2. Pre-emptive concessions?</li> <li>3. Who opens?</li> <li>4. Common interests?</li> <li>5. Options presented as full proposal or incremental?</li> <li>6. Reciprocity?</li> </ol>		
<p><b>Cultural Perspectives</b></p> <p><i>(Use High/Low Culture Contrast Tools)</i></p> <p>Define Success?  Expectation Management?  Who has Authority?  Consensus?  Resources?  Risk?  Face?</p> <p>Agreement Style?  Communications?  Post-Negotiation Expectations?</p>		

Execution Process	
<p><b>Zone of Possible Agreement (ZOPA)</b></p> <p><i>The range of possible solutions from your “least” to their “least” possible acceptable solution. Try to define this zone after interests are explored and assumptions validated / rejected.</i></p>	
<p><b>Options for Mutual Gain</b></p> <p><i>(Divergent Thinking: Create ideas that satisfy as many interests of both parties as possible – this process is brainstorming and non-judgmental. Continue to test assumptions with Active Listening as well as using Critical Thinking questions)</i></p>	
<p><b>Objective Criteria</b></p> <p><i>(Using convergent thinking, find the industry standard, historical data, or, for the military context, the option that best meets the priority needs established in the exploration of each sides’ interest)</i></p>	